



CITY COUNCIL

AGENDA REQUEST

AGENDA OF:	09-20-11	AGENDA REQUEST NO:	III-E
INITIATED BY:	KIMBERLY TERRELL, PARKS DEVELOPMENT MANAGER	RESPONSIBLE DEPARTMENT:	PARKS & RECREATION
PRESENTED BY:	KIMBERLY TERRELL, PARKS DEVELOPMENT MANAGER KDT	DEPARTMENT HEAD:	JIM BROWNE, DIRECTOR OF PARKS & RECREATION JB
		ADDITIONAL DEPARTMENT. HEAD (S):	N/A
SUBJECT / PROCEEDING:	RIGHT-OF-WAY LANDSCAPE MAINTENANCE SERVICES CONTRACT WITH HOUSTON GROTECH SERVICES		
EXHIBITS:	CONTRACT SIGNATURE PAGE LETTER FROM HOUSTON GROTECH SERVICES		
CLEARANCES		APPROVAL	
LEGAL:	EUGENIA CANO, ASSISTANT CITY ATTORNEY EC	ASST. CITY MANAGER:	KAREN DALY kd
PURCHASING:	TODD REED, PURCHASING MANAGER P	ASST. CITY MANAGER:	N/A
BUDGET:	JENNIFER BROWN, BUDGET & RESEARCH DIRECTOR JB	CITY MANAGER:	ALLEN BOGARD kd FOR AB
BUDGET			
EXPENDITURE REQUIRED: \$		337,328.00	
CURRENT BUDGET: \$		370,000.00	
ADDITIONAL FUNDING: \$		N/A	
RECOMMENDED ACTION			
Award a contract with Houston Grotech Services in the amount of \$337,328.00 for right-of-way landscape maintenance services.			

EXECUTIVE SUMMARY

In accordance with the Streetscape Policy, the City has worked with TxDOT to improve landscaping along state routes. State routes include U.S. Highway 59, Dairy Ashford (between U.S. Highway 59 and U.S. 90A), Eldridge Road and State Highway 6 including the State Highway 6 overpass and U.S. 90A landscape improvements. Service levels remain at the highest standards for these routes and include mowing, edging, weeding, plant bed maintenance, and litter and debris removal for over 150 acres of improved Rights-Of-Way (ROW) at 44 cycles per year. Other periodic services include trash pick-up, tree pruning, shrub, vine and grass trimming, fertilization and irrigation system checks.

The following bids were received:

Vendor	Base Bid
Houston Grotech Services	\$269,862.08
Texas Lawn & Landscape Services	\$311,502.74
Landscape Professionals of Texas	\$446,926.00
D-Bar Contractors	\$367,000.00
Landscape Images of Texas	\$366,419.20
Maldonado Nursery & Landscaping	\$492,126.28

The Parks & Recreation Department met with Grotech after the bidding process to discuss the existing Parks landscape management contract and the additional work in the scope of the right-of-way mowing and landscape contracts. The Parks and Recreation Department has contracted with Houston Grotech Services the last three fiscal years for parks landscape management services and has found the company to be qualified to provide these services and, therefore, recommends that the City Council authorize and award a contract with Houston Grotech Services in the amount of \$337,328.00 for right-of-way landscape maintenance services. The recommended contract amount is a 23% decrease over the contract extension approved in October 2010. According to the vendor, this competitive pricing is a result of achieving some economies of scale with the company's largest contracts being in the Fort Bend area.

The amount awarded includes contingency funding to cover additional services if required. The contract requires written authorization from the City on any additional services provided by the contractor. The contract is for a period of one year beginning October 1, 2011 through September 30, 2012 with the option to extend this contract for four additional one-year terms.

EXHIBITS

CITY OF SUGAR LAND
STANDARD CONTRACT FOR GENERAL SERVICES

Over \$50K - Form Revised 5/17/10

I. General Information and Terms.

Contractor's Name and Address: Seril Inc. dba Houston Grotech Services
P.O. Box 10235
Houston, TX 77206

Description of Services: Right-of-way Landscape Beautification Services

Maximum Contract Amount: \$337,328.00 (\$269,862.08 Contractor's Grand Total Final Tabulation
Form + \$67,465.92 Additional Services)

Effective Date: October 1, 2011

Termination Date: (See III C) September 30, 2012

Renewal: The City of Sugar Land may extend this Contract upon the same terms and conditions, including prices established hereunder, for four additional one-year terms by notifying the Contractor in writing of the extension at least 30 days prior to the date the Contract would otherwise terminate.

Contract Parts: This Contract consists of the following parts:

- I. General Information and Terms
- II. Signatures
- III. Standard Contractual Provisions
- IV. Additional Terms or Conditions
- V. Additional Contract Documents

II. Signatures. By signing below, the parties agree to the terms of this Contract

CITY OF SUGAR LAND

CONTRACTOR:

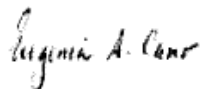
City Manager or Assistant City Manager

By: 

Date: _____

Date: 9-14-11

Reviewed for Legal Compliance:



HOUSTON GROTECH SERVICES

P.O. BOX 10235, HOUSTON, TEXAS 77206-0235
OFFICE (713)937-0132 || FAX (713)891-3314

September 7, 2011

Jason Poscovsky
City of Sugar Land
2700 Town Center Blvd. North
Sugar Land, Texas 77479

RE: Landscape Beautification, Right-of-Way Mowing and Facility Landscape
Maintenance Contracts

Dear Mr. Poscovsky:

Please accept this letter as confirmation that our company is able to provide all the required service levels detailed in the above referenced contracts. Further, the combination of this work with our existing parks maintenance contract provides basis for increased levels of staffing with corresponding improvements in inspection and oversight. We have worked for The City of Sugar Land for many years in various capacities and welcome this newest opportunity to serve you.

Please do not hesitate to contact me should you have any questions with regard to our company or our commitment to this important work.

Sincerely,



Todd A. Minnis
President

TM:rf

